DOCUMENT RESUME

ED 346 851 IR 052 669

AUTHOR Bryson, Emily Montez
TITLE Statistical Reporting Form for Library Departments. Special Project.
INSTITUTION Chicago State Univ., Ill.
PUB DATE Dec 88
NOTE 99p.
PUB TYPE Reports - Research/Technical (143) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Academic Libraries; *Database Management Systems; Data Collection; Departments; Higher Education; *Information Retrieval; *Information Storage; *Library Statistics; *Records (Forms)

ABSTRACT

This project was designed to develop a uniform statistical reporting system that could be used by all of the library departments at Chicago State University to collect statistical information, both for major statistical reports, and for the library's daily operations. It is noted that the statistical forms were designed to enable the staff member responsible for updating the statistics in each department to take the information directly from the form without having to interrupt or change the data, and also to make it possible to adapt the form to a computer database. Section I, an overview of the project, includes a discussion of the database selection--R:Base System V--and a list of sources relevant to the type of statistical information compiled for this report. Information in Section II, the major part of the report, is divided alphabetically by the nine library departments, i.e., cataloging, circulation, collection development, government documents, interlibrary loan, materials center, periodicals, reference, and reserve. A brief review of each division includes a summary of discussions held with the department head on the types of statistics needed, their application to library operations, copies of forms currently used to collect statistics in the department, and a copy of the statistical reporting form which was developed for this project to be used with R:Base System V. (CGD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED346851

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

SPECIAL PROJECT:

STATISTICAL REPORTING FORM FOR LIBRARY DEPARTMENTS

by

Emily Montez Bryson

Graphics and Typesetting:

Harold Ogg

Douglas Library

Chicago State University

IR053669

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Emily M. Bryson

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

SECTION I: AN OVERVIEW OF THE PROJECT

SPECIAL PROJECT: STATISTICAL REPORTING FORM FOR LIBRARY DEPARTMENTS

INTRODUCTION

The purpose of this project was to develop a uniform statistical reporting system which could be computerized. Data were collected from the following departments:

1) Acquisitions

2) Cataloging

3) Circulation/Reserve

4) Collection Development

5) Government Documents

6) Interlibrary Loan

7) Materials Center

8) Periodicals

9) Reference

My objective was to design one monthly statistical reporting form which could be used by all departments. This was done in order that the information would be available for major statistical reports as well as for the library's daily operations.

At the directive of the dean, R:Base System V was the data base used for the project.

PROJECT OVERVIEW

The major emphasis of this project was to design a statistical reporting form which could be used by all library departments to collect statistical information. Additionally, it was desired that a form be designed that could be adapted to a computer data base. It was also necessary that the form be designed so that the staff member responsible for updating the statistics would be able to take the information directly from the form without having to interpret or change the data..

Before the form could be developed, there were several prerequisites:

1) The database needed to be selected.

2) A review of the existing library literature was necessary.

3) An overview of existing departmental forms currently in use and a discussion with departmental heads was needed.

DATABASE SELECTION

A database which would store daily library statistics as well as information for complex reports was needed for this project. R:Base System V was selected by the Dean of Library & Learning Resources, Dr. William Prigge.

An integral part of this project was to gain an understanding of the database for which the statistical reporting form would be designed. Through attendance at a workshop and through an examination of the R:Base System V manuals, it was discovered that R:Base contains several major features for storing and retrieving statistical information.

1) R:Base database allows up to 80 sets of tables to be designed.

2) R:Base database may have a combined total of 800 columns for all tables.

3) R:Base database allows columns which hold a value to be computed with other columns.

For each column, a data type is specified that tells R:Base what type of data the columns will hold, such as text, currency, dates, names, or statistics. There are several other outstanding features of R:Base besides those listed above which are extremely important to this project. Not only can columns which hold one set of statistics be computed from other columns (see item (3) above) but additionally:

4) R:Base database can combine the information from several tables into a table that permanently stores the combined information.

5) R:Base database can make a table, called a "view", that will show updates information from other tables each time R:Base is requested to display the "view" tables.

The features listed above will also greatly facilitate the preparation of the HEGIS, RAMP and NCATE reports which the library is responsible for preparing each year.

In sum, the unique power of R:Base is the control over the tables created. Data can be manipulated from one or any combination of the tables in the database. R:Base lets the operator put together information from the tables so that the combined information can answer any question.

METHOD OF RESEARCH

A brief review of the literature was made. Library literature places the emphasis on user studies rather than on the type of statistical information compiled for this report. Useful sources are listed below:

Beazley, Richard M. Library Statistics Of College & ,Universities, 1976, Institutional Data (LIBGIS II/HEGIS VI). National Center for Education Statistics, US Department of Health, Education & Welfare, Washington, DC, 1979.

Bunge, Charles A. "Factors Related To Reference Questions Answering Success: The Development Of A Data-Gathering Form". RQ, vol.24, no.4, Summer 1985, p.85 +

Marstadt, John M. "A New Approach To Reference Statistics". College & Research Library News, vol.49, no.2, Feb.1988, p.185 +

R:Base System V: Building Application/Command Dictionary. Microrim, 1986.
_____ Learning Guide. Microrim, 1986.
_____ Users' Manual. Microrim, 1986.

Swisher, Robert & Charles R. McClure. Research For Decision Making Methods For Librarians. American Library Association, Chicago, 1984.

Whiteley, Sandy. "Statistics". College & Research Library News, vol.44, no.7, July 1983, p.221 +

_____ "Update On Statistics Sources". College & Research Library News, vol.44, no.10, Nov.1983, p.378 +

COLLECTING CURRENTLY USED LIBRARY STATISTICAL FORMS

The next step was to meet with department heads. The purpose was to discuss the types of statistics collected and how these are being applied to library operations. Forms currently being used by each department were collected also.

The details of these discussions are reviewed in Section II of this report and constitute the major part of the project. Copies of statistical forms currently used in each department are also included in Section II.

REPORTING FORM EXAMPLE

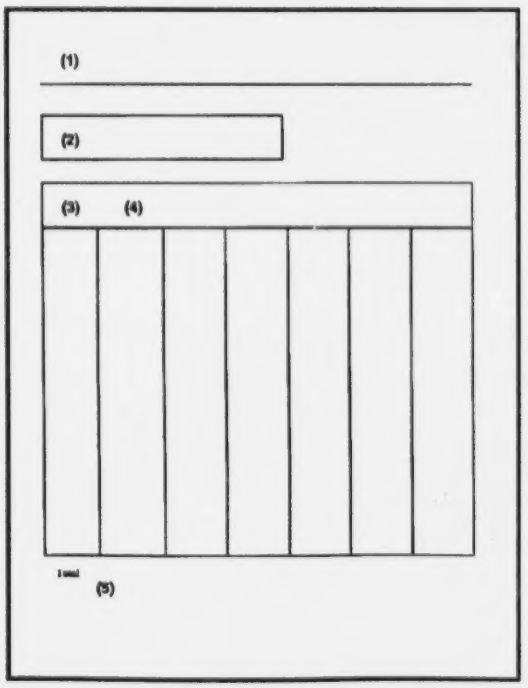
1) Name of library department

2) Library function being recorded

3) Month for which statistics are being recorded

4) Library activity within broad function category

5) Total of monthly statistics



DEVELOPMENT OF STATISTICAL REPORTING FORM

The form to be designed needed to be one that would keep track of statistical information for daily activities, yet that could be manipulated to provide information for the major reports previous mentioned.

In order to do this, R:Base System V data models were studied. The forms currently in use in each department were also examined carefully. Next, a list of statistical information needed by each department was sketched and jotted down.

It was discovered that while each department varied slightly regarding statistical needs, one could be developed that could be used successfully with all departments and with R:Base (see example above). Examples of the form are given for each department in items 1-5.

It must be noted that the form developed for this project in no way prevents the continuation of departments using their own forms to collect daily statistical information. The form developed for this project was designed to be used with R:Base System V.

ORGANIZATION OF MATERIALS PRESENTED IN THIS REPORT

The information in this report is divided in the following section, Section II, alphabetically by library department. Each division includes:

1) A brief summary of the discussions held regarding the types of statistics needed.

2) The forms currently used to collect statistics.

3) A copy of the statistical reporting form which was developed to be used with R:Base System V. Suggestion are given for each column of information to be recorded in the tables.

SECTION II: STATISTICAL REPORTING FORMS

Acquisitions

ACQUISITIONS

The Acquisitions Department keeps many detailed statistical records. There are forms currently in use for the library book budget, monthly activity report, library acquisitions by jobber and subject, mid-year adjustment report, and a materials account by subject and selector (Collection Development).

The statistical reporting form developed and shown here deals with the ordering of monographs. It greatly simplifies the complex records currently kept by Acquisitions. The sample form shows the number of monographs ordered, the number received and the total amount spent.-

Project discussion with Prof. Andrew Kwon, Head of Acquisitions.

Acquisitions

Ordering (Monographs)

Month	Select. Rec.*	Titles Ord.	Vol. Rec.	Amount $$	Titles Rec.	Vols. Rec.
January	145	120	201	$5,822.32	109	159
February	160	145	178	$6,679.24	119	124
Total	305	265	379	$12,501.56	283	228

*Selections received from request cards, such as CHOICE

Acq. 1

FY LIBRARY BOOK BUDGET

DATE:

LINE ITEM	FY ACTUAL EXPENDITURE	PROPOSAL FY BUDGET	FY BUDGET
Allied Health			
Anthropology			
Art			
Bib. & Lib. Science			
Biological Science			
Business			
Corrections			
Economics			
Education			
English/ML			
Geography			
History			
Mathematics			
Military Science			
Music			
Nursing			
Philosophy			
Physical Science			
Political Science			
Psychology			
Sociology			
Technology			
Contingency			
Continuations			
Documents			
Learning Resources			
Materials Center			
Microforms			
Reference			
Total			

acq 2

FY MID-YEAR LIBRARY BOOK BUDGET ADJUSTMENTS

Line Item	FY Budget	FY Acturl Expenditure as of / /	Open Commitments as of / /	Balance Available as of / /	Proposed Mid-year Adjustments	Dean's Recommend	FY Revised Budget
Allied Health							
Anthropology							
Art							
Bib. & Lib. Sci.							
Biological Sci.							
Business							
Corrections							
Economics							
Education							
Eng. & Mod. Lang.							
Geography							
History							
Mathematics							
Military Sci.							
Music							
Nursing							
Philosophy							
Physical Edu.							
Physical Sci..							
Political Sci.							
Psychology							
Sociology							
Technology							
Contingency							
Continuations							
Documents							
Learning Res.							
Material Ctr.							
Microforms							
Reference							
Reserve-Other							
Subscriptions							
Binding							
Microforms							
Period. Iss. & Vols.							
Total							

44.3

Library Materials, Acquisitions and Expenditures, by State Funds

FY 199 -

Date:___

Subject	Blackwell			Midwest			Various Vendors			Microforms		Other than Books				Totals		Total
	Titles	Vols	Amount	Titles	Vols	Amount	Titles	Vols.	Amount	Titles	# of Fiche	Amt	Titles	Vols	Amt	Title	VOLs	Amount
Allied Health																		
Anthropology																		
Art																		
Biblio. & Lib. Sci.																		
Biological Sciences																		
Business																		
Corrections																		
Documents																		
Economics																		
Education																		
English/Mod. Lang.																		
Geography																		
History																		
Materials Center																		
Mathematics																		
Military Science																		
Music																		
Nursing																		
Philosophy																		
Physical Science																		
Political Science																		
Psychology																		
Reference																		
sociology																		
Technology																		
Reserve/Other																		
Continuations																		

Documents																			
Economics																			
Education																			
English/Mod. Lang.																			
Geography																			
History																			
Materials Center																			
Mathematics																			
Military Science																			
Music																			
Nursing																			
Philosophy																			
Physical Science																			
Political Science																			
Psychology																			
Reference																			
sociology																			
Technology																			
Reserve/Other																			
Continuations																			
Microforms																			
Contingency																			
TOTALS																			

NOTE: Quantities bought, and amounts expended, came from inspection of the payment vouchers.
Only State funds are included here.

Rpt. 4

ACQUISITIONS DEPARTMENT MONTHLY ACTIVITY REPORT
NEW REQUESTS RECEIVED AND BOOKS ORDERED FROM BLACKWELL NORTH AMERICA

DATE January 1987

AREA	CHOICE CARDS RECEIVED	OTHER CARDS RECEIVED	TOTAL	NUMBER OF BOOKS ORDERED (FROM BNA)	LIST AMOUNT
ALLIED HEALTH	2	76	78	24	769.85
ANTHROPOLOGY	4		4	3	86.00
ART	2		2		
BIBLIOGRAPHY AND LIBRARY SCIENCE		2	2	3	65.40
BIOLOGICAL SCIENCE	5	19	24	8	275.75
BUSINESS	6	3	9	25	613.36
CORRECTIONS	1	1	2	14	442.90
DOCUMENTS		1	1		
ECONOMICS	15	28	43	14	408.67
EDUCATION		9	9	14	350.75
ENGLISH / MODERN LANGUAGE	2	29	31	3	74.40
GEOGRAPHY	7	6	13	1	18.50
HISTORY		85	85		
MATERIALS CENTER		57	57	1	9.95
MATHEMATICS					
MILITARY SCIENCE ~~MODERN LANGUAGES~~				3	44.35
MUSIC	2		2		
NURSING		38	38	29	1,010.81
OTHER (RESERVE - OTHER)	34		34	4	89.95
PHILOSOPHY	8	39	47		
PHYSICAL EDUCATION		8	8	2	30.95
PHYSICAL SCIENCE	10	39	49	5	155.62
POLITICAL SCIENCE		16	16	4	81.35
PSYCHOLOGY	7	23	30		
REFERENCE	2	8	10	1	19.95
SOCIOLOGY	12	61	73	23	654.66
TECHNOLOGY	26		26	20	616.44
TOTAL	145	548	693	201	5,819.61

Acq. 5

CHICAGO STATE UNIVERSITY LIBRARY
Materials Accounts Summary Report

Date: 04-15-88

ACCOUNT #840

Item	Budget	Req/Enc	Expended	Enc/Unexp	Avail/Unenc	Committed
	$235,225.00	$178,993.05	$182,668.37	$51,273.11	$ 1,283.52	$16,402.99
BOOKS						
NTAS Approval (Blackwell)		$ 90,000.00	$ 40,737.82	$21,233.09		
Firm-Orders (Blackwell)			12,781.59			
Firm-Orders (Midwest)		78,000.00	48,808.68	29,191.32		
Firm-Orders		1,898.55	12,283.03			
Continuations (Blackwell)			15,247.50			
Continuations		6,057.00	41,406.00			
Microforms		3,000.00	7,282.30	848.70		
Other		37.50	4,121.45			
TOTAL		$178,993.05	$182,668.37	$51,273.11	$ 1,283.52	$16,402.99

LIBRARY ENRICHMENT $ 750.00

Books					$ 750.00	
Microforms						
OCLC						
TOTAL					$ 750.00	

LEARNING RESOURCES $4,000

Audiovisual Materials	$ 3,611.05	$ 2,936.94	$ 895.84	$ 167.22	
TOTAL	$ 3,611.05	$ 2,936.94	$ 895.84	$ 167.22	

Acq. b

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: K. Hobgood

Date: 04-13-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
ANT	$1,500				
Books		$ 373.59	$ 1,126.41	75%	$ 258.75
Other					
Total		$ 373.59	$ 1,126.41	75%	$ 258.75
COR	$5,000				
Books		$1,812.62	$ 3,187.38	64%	$ 1,293.64
Other					
Total		$1,812.62	$ 3,187.38	64%	$ 1,293.64
GEO	$2,500				
Books		$1,132.76	$ 1,367.24	55%	$ 1,541.57
Other					
Total		$1,132.76	$ 1,367.24	55%	$ 1,541.57
MS	$ 600				
Books		$ 223.56	$ 376.44	63%	$ 107.40
Other					
Total		$ 223.56	$ 376.44	63%	$ 107.40
TEC	$6,000				
Books		$2,229.41	$ 3,770.59	63%	$ 1,052.13
Other					
Total		$2,229.41	$ 3,770.59	63%	$ 1,052.13

Leg. 7

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: N. Mancuyas

Date: 04-13-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
ART	$1,000				
Books		$1,031.24			
Other					
Total		$1,031.24			
DOC	$ 800				
Books		$ 419.95	$ 380.05	48%	$ 10.00
Other					
Total		$ 419.95	$ 380.05	48%	$ 10.00
SOC	$9,000				
Books		$5,708.49	$3,291.51	37%	$4,745.50
Other					
Total		$5,708.49	$3,291.51	37%	$4,745.50

Leg. 8

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: R. Meeker

Date: 04-13-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
BLS	$3,000				
Books		$1,453.19	$ 1,546.81	52%	$ 864.95
Other					
Total		$1,453.19	$ 1,546.81	52%	$ 864.95
MUS	$1,500				
Books		$ 708.40	$ 791.60	53%	$ 370.55
Other					
Total		$ 708.40	$ 791.60	53%	$ 370.55
EF	$15,000				
Books		$ 9,202.38	$ 2,416.56	16%	$1,791.95
Other		3,381.06			
Total		$12,583.44	$ 2,416.56	16%	$1,791.95

1

Aug. 9

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: T. Merrill

Date: 04-13-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
AH	$10,000				
Books		$5,908.62	$ 4,091.38	41%	$ 1,605.9
Other					
Total		$5,908.62	$ 4,091.38	41%	$ 1,605.9
BS	$ 8,500				
Books		$6,906.67	$ 1,593.33	19%	$ 673.3
Other					
Total		$6,906.67	$ 1,593.33	19%	$ 673.3
NUR	$11,000				
Books		$6,920.47	$ 4,079.53	37%	$ 1,879.7
Other					
Total		$6,920.47	$ 4,079.53	37%	$ 1,879.7

Aug. 10

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: B. Meyer

Date: 04-13-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
EDU	$11,000				
Books		$10,189.42	$ 810.58	7%	$ 363.65
Other					
Total		$10,189.42	$ 810.58	7%	$ 363.65
PE	$ 2,000				
Books		$ 1,787.85	$ 212.15	11%	$ 30.45
Other					
Total		$ 1,787.85	$ 212.15	11%	$ 30.45

Leg. R

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: I. Miletich

Date: 04-13-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
BUS	$11,000				
Books		$ 9,549.07	$ 1,450.93	13%	$ 763.60
Other					
Total		$ 9,549.07	$ 1,450.93	13%	$ 763.60
BCO	$10,393.26				
Books		$ 9,568.09	$ 825.17	8%	$ 246.85
Other					
Total		$ 9,568.09	$ 825.17	8%	$ 246.85
PS	$ 7,000				
Books		$ 6,839.92	$ 160.08	2%	$ 421.65
Other					
Total		$ 6,839.92	$ 160.08	2%	$ 421.65

-241.57

Dep. 12

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: A. Moore

Date: 04-15-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
HIS	$3,000				
Books		$1,368.74	$ 1,631.26	54%	$1,883.79
Other					
Total		$1,368.74	$ 1,631.26	54%	$1,883.79

-252.15

Aug. 13

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: G. Sved Date: 04-15-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
MAT	$7,001.15				
Books		$6,434.20	$ 566.95	8%	$ 290.45
Other					
Total		$6,434.20	$ 566.95	8%	$ 290.45
PHI	$3,031.21				
Books		$2,778.01	$ 253.20	8%	$ 291.95
Other					
Total		$2,778.01	$ 253.20	8%	$ 291.95
PSY	$7,000				
Books		$6,757.80	$ 242.20	3%	$ 110.95
Other					
Total		$6,757.80	$ 242.20	3%	$ 110.95

Attg. 14

Chicago State University Library
Materials Accounts Report

Subject Bibliographer: M. Wei

Date: 04-15-88

Budget Code	Budget	Expended	Unexpended	Balance %	Committed
POS	$3,000				
Books		$2,401.17	$ 598.83	20%	$ 395.90
Other					
Total		$2,401.17	$ 598.83	20%	$ 395.90

Cataloging

CATALOG DEPARTMENT

The Catalog Department currently has many statistical reporting forms in use. Forms are used to report serial discards, withdrawals of monographs, new acquisitions cataloged, OCLC updates, number of titles and volumes by category, as well as several others.

The statistical reporting form developed and included here shows the total number of monographs received, cataloged, recataloged and withdrawn. Also indicated are the total number of titles and volumes for each category.

Project discussion with Prof. Mary Nuby, Head of Cataloging, and Ms. Lorise Collins, Cataloging Technical Assistant.

Catalog Department

Cataloging (Monographs)*

Month	Received	Cataloged	Recataloged	Withdrawls		
January	620 (t) 629 (v)	609 (t) 670 (v)	11 (t) 22 (v)	30 (t) 56 (v)		
February	652 (t) 704 (v)	648 (t) 690 (v)	4 (t) 14 (v)	28 (t) 45 (v)		
Total	1,272 (t) 1,396 (v)	1,257 (t) 1,260 (v)	15 (t) 36 (v)	58 (t) 101 (v)		

*(t) = The number of titles cataloged
(v) = The number of volumes cataloged

Cata. 1

MONTHLY STATISTICS
CATALOG DEPARTMENT
July, 1986

	TITLES	VOLUMES
New Acquisitions Received	605	628
New Acquisitions Cataloged and Processed	541	611
OCLC Match Cataloging	464	468
OCLC Edited Cataloging	67	69
OCLC Original Input Cataloging	5	6
OCLC Added Volumes & Copies	-	28
New Serials Cataloged	5	8
Serials Added Volumes	-	32
Serials Recataloged/Reprocessed	(4)	(4)
Reprocessed Materials	(4)	(5)
*OCLC Updates	0	0
Reclassified to LC	0	0
TOTAL	541	611

*Updates used to create machine-readable records for an on-line circulation system are not reflected in the total.

Case 2

OCLC MONTHLY STATISTICS
Month of July, 1986

Name of Institution Chicago State University

I. Summary

A. Total titles searched and cataloged		541
B. Total titles found		536

II. Cataloging

A. Total titles cataloged		541
1. LC	464	
2. Non-LC cataloging	67	
3. Serials	5	
B. Updates sent to OCLC	0	
C. Total titles of original input		5

III. Cards

A. Card sets ordered	549	
B. Add'l sets ordered	8	(estimated)

IV. Searching

A. First search	
1. Total titles searched	541
2. Total titles found	536
B. Second search	
1. Total titles searched	
2. Total titles found	
C. Third search	
1. Total titles searched	
2. Total titles found	

V. Downtime

A. Columbus computer	___ hrs. ___ min.
B. Telephone or modem	___ hrs. ___ min.
C. Terminal 1	___ hrs. ___ min.
D. Terminal 2	___ hrs. ___ min.
E. Terminal 3	___ hrs. ___ min.

		A	B	C	D	E-F	G	H	J	K	L	M	N	P	Q	R	S	T	U-V	Z	Ref.	Total
New Titles	July	0	19	0	6	10	15	69	11	6	40	3	7	71	51	66	1	31	3	9	46	464
	August	0	15	0	5	10	9	92	10	12	10	0	1	67	37	57	0	48	12	17	13	368
	Sept.	1	69	3	25	31	27	249	28	35	46	10	5	155	164	103		3	48	12	25	1,056
	Oct.	2	27	1	5	4	8	100	11	8	25	4	3	37	46	67	0	13	6	8	27	402
	Nov.	0	21	0	1	5	5	34	4	3	11	2	0	20	28	51	1	8	0	1	19	214
	Dec.	1	44	0	1	8	9	124	9	7	26	1	8	27	32	62	2	10	8	2	28	409
	Jan.	0	85	1	4	5	9	210	7	7	44	3	6	39	10	63	2	17	8	4	32	647
	Feb.	0	45	0	4	5	7	145	8	4	32	1	14	37	76	75	1	29	4	5	22	514
	March	0	14	1	4	8	11	142	11	12	23	4	6	50	65	86	3	34	3	4	22	503
	April	0	41	0	11	23	21	115	34	15	23	1	5	37	39	113	2	7	2	9	29	527
	May	1	20	3	7	24	28	140	15	7	62	4	6	71	35	116	0	35	2	5	29	610
	June	0	17	1	14	24	14	210	24	36	66	3	2	44	76	96	3	64	1	10	44	749
	Total	5	417	10	87	157	163	1630	172	152	408	36	63	655	750	955	18	314	52	83	336	6,463
Added Volumes	July	0	2	0	0	1	0	21	0	0	0	0	0	1	1	1	0	1	0	0	4	32
	August	0	4	0	0	0	0	6	0	0	0	0	0	1	1	0	0	0	0	0	1	13
	Sept.	0	2	0	0	2	0	6	0	0	0	2	0	0	0	2	0	0	0	0	10	24
	Oct.	0	1	0	1	1	0	5	0	1	1	0	1	0	2	0	0	1	0	1	9	24
	Nov.	0	6	0	1	0	1	7	1	2	17	1	0	7	1	4	0	2	0	0	15	60
	Dec.	0	1	0	5	4	1	4	1	1	9	0	0	2	3	0	0	0	0	0	8	39
	Jan.	0	1	0	1	6	0	4	1	0	5	0	0	1	11	2	2	0	0	1	8	43
	Feb.	0	2	0	1	0	0	4	1	0	1	0	0	0	6	0	0	0	0	0	0	15
	March	0	1	0	0	0	0	3	0	0	3	0	0	0	4	0	0	0	0	0	3	14
	April	0	0	0	0	0	1	2	0	7	1	0	0	0	2	7	0	0	0	6	0	26
	May	0	0	0	0	1	2	1	0	1	4	0	0	1	1	1	0	0	0	0	23	35
	June	0	1	0	0	2	1	7	1	1	5	0	0	2	8	2	2	0	0	4	21	57
	Total	0	21	0	9	17	6	70	5	13	46	3	1	10	40	19	4	4	0	12	102	382

Cata. 3

35

36

Cata. 4

July, 1986 - June, 1987

WITHDRAWALS

LIBRARY OF CONGRESS CLASSIFICATION			
CLASS	TITLES	ADDED VOLS./COPIES	TOTAL
Ref. H	29	19	48
Ref. K	1	7	8
37			
TOTAL	30	26	56

SERIALS CLASSIFICATION			
CLASS	TITLES	ADDED VOLS./COPIES	TOTAL
A	2	4	6
G	3	0	3
H	24	27	51
J	2	5	7
L	5	3	8
P	2	4	6
Q	1	26	27
R	2	4	6
T	1	0	1
Z	14	25	39
Unclassed	15	0	15
			35
	71	98	169

Cata. 5

STATISTICAL OUTPUT

The following table illustrates the number of volumes and titles processed by category. The two preceding years were added to compare this year's productivity with that of previous periods

Cataloging By Titles and By Volumes

	1986/87		1985/86		1984/85	
	Titles	Volumes	Titles	Volumes	Titles	Volu
New Cataloging	7,164	8,277	4,681	5,514	7,566	8,615
Reclassified to [illegible]	70	104	-	-	65	69
Reprocessed Volumes	11	41	37	62	34	154
OCLC Updates[1]	(2,254)	-	-	-	(1,310)	-
Total	7,245	8,422	4,718	5,576	7,665	8,838

[1] tes used to create machine-readable records for on-line circulation system

Cuta. 6

YEARLY STATISTICS (CATALOG)

July, 1986 - June, 1987

	TITLES	VOLUMES
New Acquisitions Received	7,487	8,031
New Acquisitions Cataloged & Processed	7,164	8,277
OCLC Match Cataloging	6,463	6,845
OCLC Edited Cataloging	622	688
OCLC Original Input Cataloging	30	31
Serials Cataloging	49	713
*OCLC Updated	(2,254)	-
Reclassified to LC	70	104
Total Items Processed	7,234	8,381

*Updates used to create machine-readable records for an on-line circulation system are not reflected in the total.

Cata. 7

ANNUAL STATISTICS 1986/87

CATALOG DEPARTMENT

	TITLES	VOLUMES
New Acquisitions Received	7,487	8,031
New Acquisitions Cataloged and Processed	7,164	8,277
OCLC Match	6,463	6,845
OCLC Edited	622	688
OCLC Original Input	30	31
New Serials	49	713
Serials Recataloged/Reprocessed	(11)	(41)
*OCLC Updates	(2,254)	-
Reclassified to LC	70	104
TOTAL	7,234	8,381

*Updates used to create machine-readable records for an on-line circulation system are not reflected in the total.

Cata. 6

ANNUAL STATISTICS 1986/87

CATALOG DEPARTMENT

	TITLES	VOLUMES
New Acquisitions Received	7,487	8,031
New Acquisitions Cataloged and Processed	7,164	8,277
Recataloged/Reprocessed	(11)	(41)
Reclassified to LC	70	104
Titles Fully Processed and Turned over to Public Services	7,234	8,381

WITHDRAWALS

	TITLES	VOLUMES
Dewey		
LC	30	56
Serials	56	154
Unclassified	15	15
TOTAL	101	225

New titles & lots. Catalogs for month

Cats. 9

February Month 1987	New Titles Cat.	Total Vols. Proc.	Books Withdrawals	Tapes, Reel	Tapes, Cassette	Phonorecords	Microfilms (Reels)	Microfiche	Microcards (Cards)
Year									
Month's Total	630	705							
Balance Brought Forward									
New Balance									

	Filmloops 8mm	Video Tape	Slides	Kits	Film Strips	Games	Transparencies	Motion Picture	
Month's Total									
Balance Brought Forward									
New Balance									

43	Number	Cost		Number	Cost		Number	Cost	44
Periodic. (Added)			Books (Withdrawals)	—		Gifts (Added)		—	

Carta 10

MONTHLY REPORT

Cataloger: Vivian Brown

SERIAL DISCARDS

Month: July 1986

Class	Titles	Total	Added vols & copies	Total	Grand Total
A					
B					
C					
D					
E-F					
G					
H	//// /// - //	12	//// //// ///	14	2
J	//	2	////	5	7
K					
L	/	1	//	2	3
M					
N					
P					
Q					
R	//	2	////	4	6
S					
T					
U-V					
Z	//// ////	10	//// //// ///	13	2
Ref					
Uncat					
Inclass					
Grand Total		27		38	6

45

L Kidd — NEW SERIALS — July 1926 Cata. 11

Class	Titles	Total	Added vols. & copies	Total	Gran Total
A					
B					
C					
D					
E-F					
G					
H					
J					
K					
L					
M					
N					
P					
Q					
R					
S					
T					
U-V					
Z					
Ref	IIII	5	III	3	
Total		5		3	

Cataloging Form 12

WLLC
MONTHLY STATISTICS

CATALOGER _____ MONTH July YEAR 1986

DATE	SERIALS	RECAT-SER.	RECAT-MAT.	ADD'L SETS ORDERED	FTU'S EXISTING RECORDS	FTU'S ORIGINAL INPUT	TOT
7/1		1			15		1
					25		2
7/3					1	1	
					15		1
					—		—
		1		1	20	2	2
					35		3
					10		1
7/14	4	2			1		
7/15	1			1	31		3
7/16		—			66		
7/17					76		
7/17					9		
7/21					27		
7/22			1		12		
7/23					24	1	
7/28					21		2
7/29							
				47			
	4	1	1	2	30	1	5

I

OCLC (Training)

Cata. 13

MONTHLY STATISTICS

MONTH July YEAR 1981

SIGN-IN SHEET

AT	INITIAL	TIME	DATE	INITIAL	TIME	DATE	INITIAL	TIME
7/	PS	9:50 - 10:40	7/2	ZK	5:50-			
7/3	ZK	9:15 - 11:40	7/31	L	12:40 - 1:40			
7/7	ZK	10:00 - 11:45						
7/8	HV	9:35 - 10:55						
7/10	CK	9:10 - 3.00						
7/11	CK	1:30 - 11:50						
7/	CK	9:30 - 10:25						
7/	CK	1:30 - 12:00						
7/13	CK	9:45 - 11:15						
7/15	LC	10:15 - 11:50						
7/16	BK	8:35 - 10:00						
7/16	LC	10:25 - 11:50						
7/17	E.W	9:45						
7/17	CK	9:50 - 10:30						
9/17	L	11:00 - 12:45						
9/17	L	10:30 - 12:40						
7/15	CK	1:00 - 1:35						
7/15	CK	8:10 - 5:00						
7/18	L	3:10 - 4:30						
7/21	L	10:30 - 11:45						
7/	ZK	1:30 - 1:55						
7/22	ZK	9:50 - 10:30						
7/23	L	11:30 -						
7/23	L	- 1:30						
7/	CK	10:30 - 11:30						
7/	MD	- 4						
7/	CK	9:30 - 11:30						

MONTHLY REPORT
NEW ACQUISITIONS RECEIVED

Cont. July

Month ____ Year 19__

Date	Initial	Titles		Total	Volumes		Total	Grand Total
7/1/86	[illegible]	20			21			
7/2/86	[illegible]	30			30			
7/7/86	[illegible]	2			2			
7/[illegible]		1			1			
7/[illegible]	[illegible]	88			91			
7/15/86	[illegible]	[illegible] 63+39			[illegible] 63+53			
7/16/86	[illegible]	116+80+65			180+65			
7/[illegible]		1						
7/21/86	[illegible]	2			4			
7/[illegible]	[illegible]	2+1			3+3			
7/23/86	[illegible]	3			3			
7/24/86	[illegible]	1			1			
7/28/86	[illegible]	3			3			
7/30/86	[illegible]	57			57			
7/31/86	[illegible]	15+44			15+44			
					49			
Grand Total		605			628			

Circulation

CIRCULATION

The Circulation Department keeps several types of statistics, many of which are computer generated.

The statistical reporting form developed and shown here deals with books charged out. Books are charged out by hand if they are not in LCS and those figures would be combined with the computer generated count for totals on the following form.

Please note that books from the Reserve Department which circulate have been included also.

Project discussion with Ms. Diane Jones, Chief Clerk, and Mrs. Lee Smith, Library Clerk. (Prof. Mariana Herrera, Head of Circulation, was on maternity leave during the preparation of this project.)

Circulation

Books Circulated

Month	Graduate	Undergrad	Faculty	Renewed	LCS	Reserve
January	177	587	216	287	140	245
February	221	678	245	312	211	340
Total	338	1,265	461	599	351	585

Circ. 1

Chicago State University

INTER-OFFICE MEMORANDUM

To: DR. PRIGGE, DEAN LIBRARY AND LEARNING RESOURCES

From: DIANE JONES/CHIEF LIBRARY CLERK

Date: FEBRUARY 26, 1988

Re: REPORT OF FINES, LOST BOOKS

CIRCULATION DEPT:

PERIOD COVERED: JULY 1, 1986 - JUNE 30, 1987

FINES $2,324.11

LOST BOOKS: $250.20

Circ. 2

APRIL 19, 1988

ON REPORT NEEDED

1. DAILY COUNT = MANUAlLY AT DESK CIRCULATION COUNT TAKEN AT NIGHT

2. CIRCULATION BY PATRON COUNT & (L) & (O)
   RENEWAL BY PATRON COUNT (L) & (O) = TOTALS FOR ALL (4).

3. L C S . BORROWING COUNT
   1-2-3 EQUAL = CIRCULATION TRANSACTIONS:

4. TOTAL ATTENDANCE IN LIBRARY PER TYPICAL WEEK
   1 MOUNTH + BY 4
   USUALLY APRIL (or) NOVEMBER

EXAMPLE : DAILY COUNT CIRCULATION MANUALLY

JULY - JUNE (12 MONTHS)

STUDENT	+	FACULTY	=	TOTAL
2605		119	=	2, 724

BOOK CHARGED OUT BY HAND

BORROWING:		13, 250
	TOTALS	15, 974
CIRCULATION COUNT=		23, 154

Circ. 3

CIRCULATION BY PATRON GROUP

REPORT DATES: 06/01/86 TO 06/30/86

CHARGE ACTIVITY

	FACULTY	UNDER-GRADUATE	GRADUATE	IR & R	SPECIAL	INVAL	TOTAL
	0	0	2	0	4	0	6
	12	126	36	0	4	0	178
	3	1	13	0	0	0	17
T	15	127	49	0	4	0	195
	3	3	0	0	0	0	6
	0	2	1	0	1	0	4
	3	5	1	0	1	0	10
	112	741	548	0	101	0	1502
	27	88	117	0	61	0	293
T	139	829	665	0	162	0	1795
	127	870	584	0	105	0	1686
	30	91	133	0	66	0	320
T	157	961	717	0	171	0	2006

Circ. 4

CIRCULATION BY PATRON GROUP

REPORT DATES: 06/01/86 TO 06/30/86

DISCHARGE ACTIVITY

CC	L/O	FACULTY	UNDER-GRADUATE	GRADUATE	IR & R	SPECIAL	INVAL	TOTAL
CX	O	0	0	0	0	4	0	4
CX	L	10	139	36	0	10	0	195
	O	3	0	13	0	0	0	16
	TOT	13	139	49	0	10	0	211
TO	L	0	4	0	0	1	0	5
	O	0	2	1	0	2	0	5
	TOT	0	6	1	0	3	0	10
TX	L	199	923	618	0	77	0	1817
	O	25	116	143	0	78	1	363
	TOT	224	1039	761	0	155	1	2180
TAL	L	209	1066	654	0	88	0	2017
	O	28	118	157	0	84	1	388
	TOT	237	1184	811	0	172	1	2405

CIRCULATION BY PATRON GROUP

REPORT DATES: 06/01/86 TO 06/30/86

Enc. 5

CIRCULATION BY PATRON GROUP

REPORT DATES: 06/01/86 TO 06/30/86

RENEWAL ACTIVITY

/O	FACULTY	UNDER-GRADUATE	GRADUATE	IR & R	SPECIAL	INVAL	TOTAL
L	0	0	0	0	1	0	1
O	0	0	1	0	1	0	2
CT	0	0	1	0	2	0	3
L	1	17	6	0	1	0	25
O	1	1	4	0	0	0	6
CT	2	18	10	0	1	0	31
L	0	0	0	0	2	0	2
O	0	2	0	0	0	0	2
CT	0	2	0	0	2	0	4
L	195	624	181	0	100	0	1100
O	45	116	66	0	23	0	250
OT	240	740	247	0	123	0	1350
L	196	641	187	0	104	0	1128
O	46	119	71	0	24	0	260
CT	242	760	258	0	128	0	1388

Collection Development

COLLECTION DEVELOPMENT

At this time there are no statistical reporting forms used exclusively by Collection Development. The one statistical form used by Collection Development is generated by Acquisitions (see Acquisitions). Collection Development, however, does present some of the more exciting possibilities for developing statistical reporting as discussed in this report.

The statistical reporting form developed and presented here shows a slightly different approach to the type of information which can be utilized with R:Base System V. There are nine members of the Collection Development Committee who order for a total of twenty-five (25) subject areas. Because of the diversity of R:Base, it is possible to track the ordering process by name of selector, subject field, amount of funds allocated and amount spent.

Project discussion with Prof. Katherine Hobgood, Head of Collection Development. Special consultation with Dr. William Prigge, Dean of Library & Learning Resources.

Collection Development

Orders (Selector/Hobgood)

Month	Budget/ Geography	Titles Ordered	Encumbered	Balance		
January	$5,000.00	135	$800.00	$4,200.00		
February		85	$575.00	$3,635.00		

Government Documents

GOVERNMENT DOCUMENTS

The main statistical forms now kept by Government Documents deal with public services performed and with technical service processing aspects. The sample statistical form developed and included here is for the monthly processings operations.

Several special considerations must be noted for this statistical information to be valid:

1) For major reports, statistical information must indicate both additions to the collection as well as withdrawals. This is done by marking (+) for additions or (-) for withdrawals within each column. 2) The column marked BILLS must indicate if they are Hearings or Congressional Reports. This is done by marking (X) for Congressional reports or (Y) for Hearings.

Project discussion with Prof. Natividad Mancuyas, Head of Government Documents.

Government Documents

Processing*

Month	Books**	Maps	Bills***	Microfiche		
January	200+ 16-	12+ 2-	35+ (X) 0- (X) 20+ (Y) 2- (Y)	53+ 4-		
February	160+ 3-	9+ 0-	25+ (X) 2- (X) 19+ (X) 5- (Y)	60+ 10-		
Total	360+ 19-	21+ 2-	60+ (X) 2- (X) 39+ (Y) 7- (Y)	57+ 14-		

* + = Additions
\- = Withdrawls
** Book column includes periodicals and pamphlets
*** X = Congressional Reports

TECHNICAL SERVICE - GOVT. PUBLICATIONS FORM

MONTHLY ACQUISITION

MONTH: _____

NAME: _____

( ) FEDERAL ( ) ILLINOIS

Legend:
B- Books= (exc X & Y)
P- Pamphlets= (excl. X & Y)
MT- Microfiche (Title)
MP- Microfiche (Pieces)
M- Maps
Bills= Senate & House (inc. X &

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Govs. Docs.!						
64						65

10:00 AM

11:00 AM

12:00 NOON

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

7:30 PM

8:00PM

Later. Dock. 2

Interlibrary Loan

INTERLIBRARY LOAN

Interlibrary Loan keeps detailed statistical records of lending and borrowing operations.

The statistical reporting form developed and shown here deals with items lent to other libraries. Shown are the number of requests made in Illinois (+) and the number of requests made out of Illlinois (-) as well as the number of requests filled successfully.

Project discussion with Prof. Annie Moore, Head of Interlibrary Loan.

Interlibrary Loan

Lending

Month	Requests Made*	Books	Periodicals	Films	Req. Filled*
January	260 (+) 125 (-)	142	116	2	223 (+) 115 (-)
February	238 (+) 101 (-)	126	112	0	217 (+) 95 (-)
Total	498 (+) 226 (-)	268	228	2	440 (+) 210 (-)

* (+) Number of requests made by Illinois libraries.
(-) Number of requests made by libraries outside the state.

LENDING BY CSU

DATE February 1986

| | WEEK 1 | | | | WEEK | | REASONS FOR UNFILLED REQUESTS | | | |

BORROWING BY CSU

(2)

NAME DIARY 1986

DATE

	BOOKS	MT	WT	F	S	MT	WT							PUBLIC	ACADEMIC	SPECIAL	TRANSACTION I.D.	TRANSACTION Type	TRANSACTION Date		LAST NAME,
		BOOKS	ARTICLE	FILM		FILLED	OUT OF STATE	NOT IN STACKS	NON-CIRC	CHECKED OUT	NOT OWNED	ILL REQUEST	RETURNED UNKNOWN					ILL/ALA			SAIRIN (Author / Journal
TRINITY EVANGELICAL	1	✓				✓									✓		BF4.256:4066		5/14	1	CLARK (Charles Nov. III)
UNIVERSITY IL. URBANA	2		✓			✓									✓		91 124:413-64	ALA	3/11	2	ETHEL (Youth Sec.)
UNIVERSITY INDIANA	3		✓			✓	IN								✓		85,1(1):78-99	64875		3	RIA (Alcoholism)
LOYOLA UNIVERSITY	4		✓			✓									✓		87,3:309-23		3/10	4	RICKE (Rev. JL Psych)
	5		✓			✓									✓		85,1(1):29-41	615038	3/12	5	RAYMOND (Gerontologist)
	6		✓			✓									✓		85,2(1) —		3/10	6	O'KELLOR (Athletic Adm.
ROOSEVELT UNIVERSITY	7		✓			✓									✓		77,41:34-38	ALA	3/25	7	CLARK (JL. Personality Ass.
NEW YORK PUBLIC LIBRARY	8	✓					NY							✓				ALA		8	BAUER (BURDGENI)
NEW YORK PUBLIC LIBRARY	9	✓				✓	NY							✓				ALA		9	BAUER (BURDGENI)
NEW YORK PUBLIC LIBRARY	10	✓				✓	NY							✓				ALA		10	BAUER (BURDGENI)
UNIVERSITY IL. URBANA	11		✓			✓									✓		81,7(3):179-W0	ALA	4/4	11	RAYMOND (Optom. Rev.
SOUTHERN IL. UNIVERSITY	12		✓			✓									✓		84,4(2):5-10	ALA	4/4	12	RAYMOND (School Rev. Work
NORTHERN IL. UNIVERSITY	13		✓			✓									✓		85,5(2):89-112	ALA	3/25	13	CAWLEY (Ed. Psych. Rev.
NEW YORK PUBLIC LIBRARY	14	✓				✓	NY							✓				ALA	3/11	14	BAUER (BURDGENI)
UNIVERSITY IL. URBANA	15		✓			✓									✓		80,3:195-218	ALA	4/4	15	RAYMOND (Sprint. Leisure
UNIVERSITY IL. URBANA	16		✓			✓									✓		83,2(3):287-300	ALA	4/4	16	RAYMOND (LEISURE STUDY
LOWNDES COUNTY LIBRARY	17	✓				✓									✓		83,2(3):259-86	ALA	4/30	17	RAYMOND (LEISURE STUD
UNIVERSITY IL. CHICAGO	18		✓			✓											16447873		4/11	18	HOOPER (BROWN)
CENTRAL MICHIGAN	19		✓			✓									✓		79:18-29	ALA		19	RAYMOND (LEISURE Tech
MORRIS LIBRARY	20	✓				✓									✓		0NG1201153X	ALA	3/25	20	KEMP (McInerny JL. Hum.
NORTHERN IL. UNIVERSITY	21		✓			✓									✓		TH1.0.T86	ALA	4/15	21	BUTHWELL (JL. Phil Soc
KENT STATE UNIVERSITY	22		✓			✓									✓		2(3):207-14	ALA	5/6	22	ROGERS (Psych. Rep.,
KENT STATE UNIVERSITY	23		✓			✓									✓		77:26-28	ALA	5/6	23	KEMP (Soccer World,
OHIO STATE UNIVERSITY	24		✓			✓	OH								✓		76:7	ALA	5/1	24	KEMP (Soccer Wrld.
↑ ILLINOIS STATE (LINE 14)	25		✓			✓									✓		73:109:2-32	ALA		25	RODRIGUEZ (LA Gaceta
↑ WESTERN UNIVERSITY (A242)	26	✓				✓									✓		80,12(1):6-14	ALA		26	PUGH (Family
↑ GOVERNORS STATE UNIVERSITY (A20)	27	✓				✓									✓		OPS1495&562	ALA		27	SHERMAN (BAYLEY)
↓ LINE 11.27 ↓	28					✓									✓		RT73.C66443	ALA	4/8	28	HAWKINGS (Clin. Nrsg.
GEORGE WASHINGTON	29					✓	DC								✓		36:34	1453844		29	RIX (JL. Studies Alcohol-
	30														✓		82,2(2):218	ALA	4/20	30	CRAVEN (Rev. Human Sci
	31		✓			✓												233452		31	FOSIER (J. Div. Early Child
NEW YORK STATE UNION	32		✓			✓											TO:KA298	ALA		32	HEMMINGWAY (Psych. Abst.)
	33																			33	
	34																			34	
	35																			35	
	36																			36	
	37																			37	
	38																			38	
	39																			39	
	40																			40	
	41																			41	
	42																			42	
	43																			43	

21½

Materials Center

MATERIALS CENTER

The Materials Center keeps statistical records on items charges-out by hand, detailedaccounts of books ordered and cataloged, processing of books (both title and volume) by classification, and student workers' shelving schedules.

The sample statistical form developed and included here is for monthly processing activities. One special consideration which must be noted for the statistical information to be valid:

1) For major reports, statistical information must indicate both additions to the collection as well as withdrawls. This is done by marking statistics within each colume with (+) for additions or (-) for withdrawals.

Project discussion with Prof. Carol Bentley, Head of the Materials Center.

Materials Center

Processing*

Month	Books	Periodicals	Kits & Games	Tests	Vertical File	Guides/Units
January	80 + 5 -	80 + 0 -	5 + 0 -	9 + 2 -	16 + 2 -	15 + 2 -
February	79 + 12 -	70 + 0 -	4 + 0 -	11 + 0 -	19 + 7 -	30 + 5 -
Total	159 + 17 -	15 + 0 -	9 + 0 -	20 + 2 -	35 + 9 -	45 + 7 -

* + = Additions
- = Withdrawls

Shelving Schedule

Mat. Cen. 1

MATERIALS CENTER

LIST OF ASSIGNMENTS FOR STUDENT AIDES

NAME: Peter Braun DATE: 2/14/67

REGULAR ASSIGNED DUTIES: PLEASE CHECK THE APPROPRIATE BOX.

EASY ( ) REFERENCE ( ) PROFESSIONAL (/) TEXTBOOK ( ) FICTION ( )

NON-FICTION (√) CURRICULUM GUIDES ( ) VERTICAL FILE ( ) PERIODICALS ( )

STATISTICS

*PLEASE MAKE A TOTAL COUNT OF ALL BOOKS AND MATERIALS PROCESSED IN THE SPACE BELOW.

NON-FICTION		TEXT BOOKS		
000		000		PERIODICALS
100		100		FILM STRIPS
200		200		SCIENCE REALIA
300		300		TESTS
400	=	400	=	KITS
500	4	500		POSTERS
600	0	600		VERTICAL FILE
700		700		REFERENCE
800	1	800		PROFESSIONAL
900		900		CURRICULUM GUIDES
921		GAMES		EASY
RECORDS		UNITS		FICTION

WORK AT CIRCULATION DESK ( ) SPECIAL ASSIGNMENT ( ) OTHER RELATED DUTIES ( )

Lower 600 Mrs Bartlett Mrs Myer

* PLEASE MAKE A LIST OF ALL CALL NUMBERS (CLASSIFICATION) OF THE BOOKS AND MATERIALS THAT OU SHELVE OR FILE ON THE REVERSE (BACK) OF THIS DUTY SHEET.

To Peter Braun

Cataloging

DATE Mat. Ctr. 2

MATERIALS CENTER BOOK COUNT

CATEGORY	ADDED				WITHDRAWN	
	CSU		GIFTS			
	TITLES	VOLUMES	TITLES	VOLUMES	TITLES	VOLUMES
EASY						
FICTION						
NONFICTION:						
000						
100						
200						
300						
400						
500						
600						
700						
800						
900						
REFERENCE						
PROFESSIONAL						
CURRICULUM GUIDES						
TEXTBOOKS						
VERTICAL FILE (LARGE PICTURES)						
KITS						
TESTS						
OTHER (UNITS)						
TOTALS						

IMPORTANT MESSAGE

FOR Emily

DATE 4-19-88 TIME _____ A.M. P.M.

M _____

OF _____

PHONE _____
AREA CODE NUMBER EXTENSION

TELEPHONED		PLEASE CALL	
CAME TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		RUSH	
RETURNED YOUR CALL		SPECIAL ATTENTION	

MESSAGE We record information from this sheet in a bound ledger where we do not differentiate gifts from purchases. In the ledger everything is recorded in terms of volumes, not titles.

SIGNED Beverly

LITHO IN U.S.A.

TOPS FORM 3002P

Mat. Cen. 3

Hand charged

DAILY CIRCULATION STATISTICS DATE _____

EASY _____

FICTION _____

NON FICTION _____

000 _____

100 _____

200 _____

300 _____

400 _____

500 _____

600 _____

700 _____

800 _____

900 _____

921 _____

VERTICAL FILE /

GAMES /

PERIODICALS /

~~BOUND PERIODICALS~~ _____

UNITS _____

CURRICULUM GUIDES /

~~RECORDS~~ _____

~~FILM STRIPS~~ _____

TESTS /

I S / _____

REFERENCE _____

PROFESSIONAL 3,000
(methods of teaching)

TEXT BOOKS

000 /

100 _____

200 _____

300 _____

400 _____

500 _____

600 _____

700 _____

800 _____

900 _____

ROOM USE _____

TOTAL _____

30

Periodicals

PERIODICALS

The Periodicals Department currently uses one major form for reporting statistics. The statistical reporting form developed and shown here includes new periodical titles, periodical titles canceled, as well as microfilm and microfiche.

Project discussion with Prof. Soo Chang, Head of Periodicals.

Periodicals

Ordering

Month	New Titles	Cancelled	Microfilm	Microfiche		
January	8	29	156	6,589		
February	10	32	180	7,988		
Total	18	61	336	14,577		

Dec. 1

Month / Year	new Titles Cat. ordered	Total Vols. Proc. cancelled	Books Withdrawals	Tapes, Reel	Tapes, Cassette	Phonorecords	Microfilms (Reels)	Microfiche	Mic car (Ca
June - 1987							156	8,986	
Month's Total							18,848	341,230	
Balance Brought Forward							19,004	358,216	
New Balance									

18 29 (current) # of periodicals title 1,458

	Bound Per. Filmloops 8mm	Theses Video bound Tape	Slides	Kits	Strips	Games	Transparencies	Motion Cassette
Year to (1987) Month's Total	1,816	364			serials Subscription		# 75,000	
Balance Brought Forward	38,478	286			MF		$5,500	
New Balance	44294	650			Binding		$14,000	

*Budget

	Number	Cost	Books (Withdrawals)	Number	Cost	Gifts (Added)	Number	Cost
84 Periodicals								85

Reference

REFERENCE DEPARTMENT

The Reference Department currently keeps statistical forms on the number of orientations delivered, types of questions asked, as well as various work schedules for student workers.

The sample statistical form developed and included here is a compact form that statistically describes public services performed in reference. The categories include: the total number of questions answered, number of orientations, number of computer searches, assistance in the microform area, and instruction given on the LCS terminals and service given with the ccopiers.

Project discussion with Prof. Robert Meeker, Head of Reference.

Reference

Reference Services

Month	Questions	Orientations	Comp. Search	Microform	LCS	Copiers
January	260	15	120	60	45	200
February	195	12	115	59	39	195
Total	455	25	235	119	84	395

REFERENCE STATISTICIS
Shelving/Filing

Month:
Year:
Term:

P	M	P	M	P	M	P	M	P	M	P	M	P	M
1		2		3		4		5		6		7	
P	M	P	M	P	M	P	M	P	M	P	M	P	M
8		9		10		11		12		13		14	
P	M	P	M	P	M	P	M	P	M	P	M	P	M
15		16		17		18		19		20		21	
P	M	P	M	P	M	P	M	P	M	P	M	P	M
22		23		24		25		26		27		28	
P	M	P	M	P	M	P	M	P	M	P	M	P	M
29		30		31									

P=Pamphlets
M=Microfiche

Directional						
Instructional						
Reference (less than 5 min)						
Research (more than 5 min)						
	2-3	3-4	4-5	5-6	6-7	7-8:30
Directional						
Instructional						
Reference (less than 5 min)						
Research (more than 5 min)						

SOURCES used:
Desk
Collection

Index
Tables

LCS

Card Catalogs: | Subject
A/T

Per. Holdings List

Pamphlet
Files

Computer
Search

Maps/
Atlases

Microforms

Other | Ref. Stacks

91

92

Ref 3

APPLICATION FOR COMPUTER SEARCH

Computer search patrons must read the following statement before completing the applications:

The library will attempt to obtain information pertinent to what the applicant wishes, but the applicant agrees not to hold the library responsible for results which he or she feels are not relevant to the information required.

_____

Signature of patron

PAYMENT IN ADVANCE BY CHECK OR EXACT CHANGE

DATE: _____

NAME: _____

ADDRESS: _____ PHONE: HOME _____ OFFICE: _____

Check one of the following:

( ) Undergraduate student
( ) Graduate student
( ) Faculty. Department _____
( ) Administration
( ) Staff
( ) Other. Explain _____

The cost of the search is $5.00 for CSU students, faculty and staff.
Costs for other users vary - please consult a Reference Librarian.
What course is this search for? _____

State search topic in the space provided below in a complete sentence. Be as detailed and specific as possible.

SPRING B. I. ORIENTATIONS

Ref. 4

	Instructor	Subject	Students	Inventor
1.	Dr. Jones	Special Ed.	32	Marker
2.	Ms. Smith	Biology	27	Oakley
3.	Dr. Steen	Chemistry	10	Merrill
4.				
5.				
6.				

Reserve

RESERVE

The Reserve Department currently keeps a monthly record of material circulated each month which is arranged by subject field.

The statistical reporting form developed and included here shows how the initial request was made, how many requests involved books and how many involved periodicals, and how many requests were successfully filled.

Project discussion with Ms. Correne Hicks, Reserve. (Prof. Mariana Herrera, Head of Circulation/Reserve was on maternity leave during the project.

Reserve

Requests

Month	Written Rec.	Phone Rec.	Books (CSU)	Uncataloged*	Per. CSU	Req. Filled
January	46	35	48	16	17	80
February	35	15	35	29	5	67
Total	81	55	83	45	22	147

*Any material placed on reserve which does not belong to Douglas Library

Reserve

Dec. 1

DAILY CIRCULATION REPORT FOR THE MONTH OF NOVEMBER, 19 87

	A General Works	B BF Philosophy Religion	C Aux Sci History	D History General	E-F History of America	G Geography	H Social Sciences	J Political Sciences	K Law	L LB LC Education	M Music	N Fine Arts	P Language Literature	Q Science	R Medical	S Agriculture	T Technology	U-V Military Naval Science	Z Bibliog Lib Sci	FAC	CT Circ	RECSOR Ref. Use	TOTAL
1												1									11	11	23
2																					12	13	25
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							
22																							
23																							
24																							
25																							
26																							
27																							
28																							
29																							
30																							

SS7L01

98

99